

TRAVEL EXPENSE CLAIM

STD.262 (REV. 6-93c)

See Instructions and *Privacy
Statement below

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CLAIMANT'S NAME Lynn L. Jacobs			SOCIAL SECURITY NUMBER		DEPARTMENT HCD	
POSITION Director		Bargaining Unit # E 99	DIVISION OR BUREAU Executive Office			INDEX PCA 5103 50001
RESIDENCE ADDRESS			HEADQUARTERS ADDRESS 1800 Third Street, Suite 450		TELEPHONE NUMBER 916 445-4775	
CITY Sacramento	STATE CA	ZIP CODE	CITY Sacramento	STATE CA	ZIP CODE 95811	

(1) MONTH /YEAR		(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION					(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY
(2)				BREAK-FAST	LUNCH	O.T., LT, NC, RELO. OR DINNER		(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS, PRKG	(D) PRIVATE CAR USE			
DATE	TIME										MILES	AMOUNT		
Mar-09														
3/3	1407	Sacramento							PC	8.75	4	2.20		10.95
	1606	Sacramento							PC	6.00	4	2.20		8.20
3/4	0941	Sacramento							PC	6.00	4	2.20		8.20
	1148	Sacramento							PC	7.50	4	2.20		9.70
3/5	0746	Sacramento							PC	6.00	4	2.20		8.20
3/6	1300	HQ to Sacramento A/P							PC		12	6.60		6.60
		Sacramento to Burbank										-		-
3/9		Ventura / Meetings										-		-
3/10		Los Angeles						17.88	RC			-		
		Los Angeles to Burbank A/P										-		-
	2130	Burbank to Sacramento							PC	27.00	12	6.60		33.60
		End of trip										-		-
												-		-
												-		-
												-		-
(10)	SUBTOTALS		-	-	-	-	-	17.88	-	61.25	44.00	24.20	-	85.45

COLUMN CODE (ACCTG. USE ONLY)

CLAIM TOTAL

\$ 103.33

(11) PURPOSE OF TRIP, REMARKS AND DETAILS

3/3- Director Jacobs had a meeting at BTH with Under-Secretary Marjorie Berte. Permanent Source Briefing with Senator Steinberg's staff, 3/4 - Meeting w/ Bill Pavao and Lisa Vrgolin on TCAP. Permanent Source Briefing with Carl Guardino. 3/5 - Meeting with Assembly Member Horna Torres (Housing Committee Chair) 3/6 - Drove from HCD HQ to Sacramento A/P. 3/9 - Ventura meetings. 3/10 - Los Angeles Meetings and ULI Speaking Engagement. Los Angeles to Burbank A/P. Flight from Burbank to Sacramento HQ.

(12) NORMAL WORK HOURS

8:00 AM - 5:00 PM

(13) PRIVATE VEHICLE LICENSE No.

(14) MILEAGE RATE CLAIMED

0.55

AGENCY ACCOUNTING OFFICE

USE ONLY

PAID BY REV. FUND CHECK No.

(15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

CLAIMANT'S SIGNATURE

Lynn L. Jacobs

DATE

03/26/09

(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT

Elliott Mandell

DATE

03/26/09

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See Item 17 on reverse)

DATE

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(2)				BREAK- FAST	LUNCH	O.T., LT, NC, RELO. OR DINNER		(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS, PRKG	(D) PRIVATE CAR USE			
DATE	TIME										MILES	AMOUNT		
Mar-09														
3/11	0838	Sacramento						PC	10.50	4	2.20			12.70
	1235	Sacramento						PC	7.50	4	2.20			9.70
3/16	1012	Sacramento						PC	3.00	4	2.20			5.20
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(10) SUBTOTALS			-	-	-	-	-	-	-	21.00	12.00	6.60	-	27.60

COLUMN CODE (ACCTG USE ONLY)															
CLAIM TOTAL															\$ 27.60

(11) PURPOSE OF TRIP, REMARKS AND DETAILS

3/11- Director Jacobs attended Assembly Committee on Housing and Community Development Informational Hearing. Meetings with Assembly Member Fong and Victoria Bradshaw. 3/16 - Permanent Source Briefing with Senator Dutton.

(12) NORMAL WORK HOURS

8:00 AM - 5:00 PM

(13) PRIVATE VEHICLE LICENSE No.

(14) MILEAGE RATE CLAIMED

0.55

AGENCY ACCOUNTING OFFICE

USE ONLY

PAID BY REV. FUND CHECK No.

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Lynn L. Jacobs

03/26/09

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